



ST. PATRICK'S DAY CELEBRATION
Saturday, March 16, 2013
Vendor Guidelines

AUGUSTA COMMON 836 REYNOLDS STREET	
OPERATING HOURS:	2:00 pm – 9:00pm
SETUP HOURS:	Saturday, March 16, 2013 10:00 AM – 1:00 PM
BOOTH RENTAL FEE:	Arts & Crafts -\$30.00 Merchandise-\$75.00 Service Vendor - \$30.00 Food - \$200.00 (4 + items) Snack - \$75.00 (1-2 items)
BOOTH SIZE:	10'X15'

AUGUSTA COMMON: 110 AMP POWER BOXES WILL BE PROVIDED. 220 AMP POWER BOXES WILL BE AVAILABLE FOR AN ADDITIONAL FEE OF \$25.00. EACH INDIVIDUAL WILL BE REQUIRED TO SIGN FOR AND BE RESPONSIBLE FOR A POWER BOX.

1. Vendor/Exhibitors must provide their own setup and equipment. No pets are allowed in booth spaces.
2. Booth Fee and space will be forfeited if vendor/exhibitor does not set up on time.
3. Spaces will be assigned prior to the event and you will be sent your booth assignment number and map before the event.
4. No pets are allowed in booth spaces.
5. **BOOTH FEES ARE NON-REFUNDABLE.** Checks should be made payable to **Augusta Richmond County**
6. Vendor/Exhibitor must sell only work in the categories for which they have been accepted. City of Augusta Special Events reserves the right to reject any entry found not to be in compliance with these regulations and rules.
7. The exhibition of all materials shall be in compliance with all applicable laws, rules and regulations of the State of Georgia and Augusta, Georgia. Georgia Sales Tax must be charged on all sales. If you have

a Georgia Tax Number, this must be included on the application. Exhibitor is responsible for collecting and turning in all applicable taxes.

8. **Booths must be staffed and “open for business” at all times during operation hours. No exhibitor will be allowed to leave a venue prior to the close of the event.**
9. NO Vehicles will be allowed in the exhibiting area (parked or in motion) during operating hours. You are encouraged to bring along push carts/wagons for transporting merchandise to your assigned area. NO vehicles are to be parked behind the Augusta Common Service Center building for any reason at any time.
10. Booth spaces **cannot be sublet to another vendor/exhibitor** without prior approval by the City of Augusta Special Events Office.
11. Vendor/Exhibitor is encouraged to provide flyers or business cards to hand out to visitors.
12. Merchandise cannot block aisles or be set up in the public walking areas; this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.
13. **All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt or cement.**
14. City of Augusta Special Events will not accept responsibility for lost or stolen items.
15. Vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or waste water on the grounds or drains is prohibited.
16. Vendor must cease all sales and begin to dismantle setup promptly at the end of the event.
 - *All power boxes will be collected exactly one hour after the close of the event.*
 - *The bollards at the end of the access lanes of the Augusta Common will be put back in place exactly one hour and thirty minutes after the close of the event. **NO EXCEPTIONS.***
17. The on-duty Richmond County Sheriff’s Department Deputies have the authority to uphold all rules and regulations.

NOTE: Violation of the vendor guidelines will result in a \$200.00 fine plus prohibition from participating in all future events.

If you have any questions, concerns or comments, please contact:

City of Augusta Special Events
836 Reynolds Street, Augusta, GA 30901
706-821-1754

ST. PATRICK'S DAY CELEBRATION

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Office Use Only:

Amt. Due: _____ Payment: _____

RPT #: _____ Space #: _____

VENDOR CONTRACT

PLEASE CHECK TYPE OF VENDOR:

FOOD VENDOR		SNACK SNACK		BUY/SELL MERCHANDISE		HANDCRAFTED MERCHANDISE		SERVICE VENDOR	
\$200.00		\$75.00		\$75.00		\$30.00		\$30.00	

BUSINESS NAME: _____

CONTACT: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE: _____

PHONE: _____

EMAIL ADDRESS:

(REQUIRED-PRINT)

TRAILER SIZE :

WILL YOU NEED A 220 POWER BOX?

YES

NO:

WILL YOU NEED A GA DEPARTMENT OF REVENUE EVENTS FORM?

YES:

NO:

GA SALES TAX #:

ITEMS TO BE SOLD: **PLEASE LIST ALL ITEMS TO BE SOLD**

With my signature, I agree to abide by all rules and regulations set forth by the City of Augusta Special Events Office for this event. Any violation of these rule and regulations will result in termination of application and forfeiture of all paid fees.

Vendor Signature

Date

Please make checks payable to **Augusta Richmond County** and return along with completed application to:

City of Augusta Special Events

836 Reynolds Street

Augusta, GA 30901

(706)-821-1754 PHONE

APPLICATION DEADLINE: Monday, March 11TH – 5:00 P.M.

